

DELPHI Skills Assessment for PO Funds Manager

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills	Does not apply to my job	Proficiency						
		I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
Basic Navigation								
Reports								
Review various reports online								
Purchase Orders								
Review price corrections								
Review cancelled purchase orders								
Review changes to purchase orders								
Requisitions								
Review requisition amounts for funds tracking purposes								
Review requisitions for returned goods								
Review corrections to requisitions								